

## Create or Modify an Appointment

### Create an appointment

Unlike meetings, which include other people, appointments are commitments that only you are required to attend. Examples of appointments include a visit to a physician, picking up a child at school, or time you set aside to work on a project. When creating an appointment on your calendar, you can set how that time will appear (such as busy or out of office) when others view your schedule.

### To create an appointment






1. In Calendar, on the toolbar, click **New**.

**Tip** You can also create a new appointment by double-clicking a time slot in the daily calendar view or double-clicking the date bar in the weekly or monthly view.

2. In the **Subject** box, type a brief description of the appointment.
3. In the **Location** box, type the place where the appointment occurs.
4. In the **Start time** and **End time** lists, select the appropriate dates and times.
5. In the **Show time as** list, choose how you want your schedule to appear for the duration of the appointment. Your selection (**Busy**, **Free**, **Tentative**, or **Out of Office**) is what others will see when they view your schedule.
6. To be [reminded about this appointment](#), select the **Reminder** check box.

7. In the message body, type any additional information, such as a list of materials to take to the appointment.
8. Click **Save and Close**.

The following table lists additional options that are available through the toolbar when creating an appointment.

Button	Description
	Attaches a document or other relevant material to the appointment. For more information, see <a href="#">Attach a file to an appointment</a> .
	Sets the importance of the appointment to high.
	Sets the importance of the appointment to low.
	Sets a recurrence interval for the appointment. For more information, see <a href="#">Set recurring items</a> .
	Invites other people to an appointment. This effectively changes your appointment to a <a href="#">meeting request</a> .

## Modify an appointment

1. To open an appointment, double-click it on your calendar.

**Note** If you're going to [change the recurrence interval of an appointment](#), when prompted, select **Open the series**. If you select **Open this occurrence** you won't be able to change the recurrence interval.

2. To change the subject or location of the appointment, type new text in the appropriate boxes.
3. To change the date and time of the appointment, in the **Start time** and **End time** lists, change the start and end time of the new entries.
4. Click **Save and Close**.

**Tip** You can also drag and drop calendar items from one time to another (within a single day). To change the time of an appointment or meeting, drag the item to the new time.

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